



## APPLICATION FOR A SPECIAL ENTERTAINMENT PERMIT

*(Completed applications are due in the County Administrator's Office sixty (60) days prior to the event)*

DATE SUBMITTED: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PROMOTER: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

1. Discuss the means by which the Festival will be financially supported:
2. Please describe the exact location of the proposed Festival including the tax map and parcel location of the property:
3. Please list the names and addresses of the owners of the property on which the event is to be held:
4. Please list the dates for which the permit is to be issued and alternative rain date(s).
5. Discuss the nature and interest of the Applicant in the property on which the Festival is to be held (if any).
6. List persons or groups who will be performing:
7. Outline your plans for the provision of the following:
  - a. Sanitation Facilities: \_\_\_\_\_
  - b. Garbage, Trash & Sewage Disposal: \_\_\_\_\_
  - c. Food, Water & Lodging: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
*Franklin County Health Department*

\_\_\_\_\_  
*Date*

d. Medical Services & Facilities: \_\_\_\_\_  
\_\_\_\_\_

e. Fire Protection: \_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_  
*Public Safety Official* *Date*

f. Parking Facilities, Crowd Control & Traffic Control in and around the Festival Area: \_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_  
*Sheriff's Department* *Date*

8. Are outdoor lights or lighting to be used? Yes No If yes, present a sketch showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the point where the property is located. Also, indicate plans to insure compliance with the National Electrical Code.

APPROVED: \_\_\_\_\_  
*Franklin County Building Official* *Date*

9. Will music be played either by mechanical devices or live performance in such a manner that the sound emanating will be unreasonably audible beyond the property on which the festival is located? If so, what measures will be used to curtail unreasonable sound levels?

10. What is the best estimate of the expected attendance at this proposed festival? \_\_\_\_\_

11. What is the basis for your estimate?

12. Attach a copy of the badge of admission and/or ticket used for entry into the festival (**note that the badge or ticket must clearly state the time and date of the festival**).

13. Outline your plans for any advertising to be done to promote the festival:



14. I, \_\_\_\_\_, hereby certify that on the dates of the proposed music or entertainment festival not more than a total of \_\_\_\_\_ tickets will be offered for sale. I further grant permission for the Board of Supervisors of Franklin County, its lawful agents, or duly constituted law enforcement officers to enter the property at any time for the purpose of determining compliance with the provisions of the Franklin County Code. I recognize that the Board of Supervisors of Franklin County shall have the right to revoke any permit issued upon noncompliance with any of its provisions or conditions.

Applicant Name: \_\_\_\_\_

Applicant: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Applicant Name: \_\_\_\_\_

Applicant: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

COMMONWEALTH OF VIRGINIA

COUNTY OF FRANKLIN, to-wit:

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his/hers, and made oath that the statements are true.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

#### SHERIFF'S CERTIFICATION:

I hereby certify that on the dates of the proposed music or entertainment festival, and under the circumstances described by the promoter of the event, that adequate crowd control and security will be provided and I hereby convey approval of the promoter's plan for security.

*Signature:* \_\_\_\_\_  
*Sheriff of County of Franklin*

\_\_\_\_\_  
*Date*

Estimate number of deputies or security officers to be provided: \_\_\_\_\_



FOR OFFICE USE ONLY

Date application received: \_\_\_\_\_  
(Requirement 21 days prior to Board meeting and 60 days prior to festival)

Next Board Meeting Date: \_\_\_\_\_

Date forwarded to the Board: \_\_\_\_\_

Date approved by the Board: \_\_\_\_\_

Date forwarded to the Health Department: \_\_\_\_\_

Bond Amount required: \_\_\_\_\_ (Not to exceed \$100,000)

Date to be Received by this office: \_\_\_\_\_  
(10 days prior to the festival)

Date delivered to the Treasurer: \_\_\_\_\_

Date to be returned to Promoter: \_\_\_\_\_  
(15 days after festival)

Claims to be filed by: \_\_\_\_\_  
(12 days after festival)

Claim Summary:

Name	Address	Phone	Date Filed	Loss Amount

Fee Paid to Commissioner on: \_\_\_\_\_ Amount: \_\_\_\_\_

SECTION 3-80. APPLICANT'S BOND (TO BE ADDED TO THE END OF SECTION 3-80 PARAGRAPH)

In the event that the applicant has conducted an outdoor musical or entertainment festival pursuant to Section 3-56 et.seq. of the Franklin County Code for three consecutive years immediately prior to the year in which application is made with no claims being made against applicant by the County or other persons pursuant to Section 3-80(b) of the Franklin County Code as verified by the County Administrator and the Sheriff of Franklin County, the Board of Supervisors may allow the bond required by Section 3-80 of the Franklin County Code or some part thereof to be a real property bond posted by the applicant or his/her surety according to and on forms provided and approved by the County.